



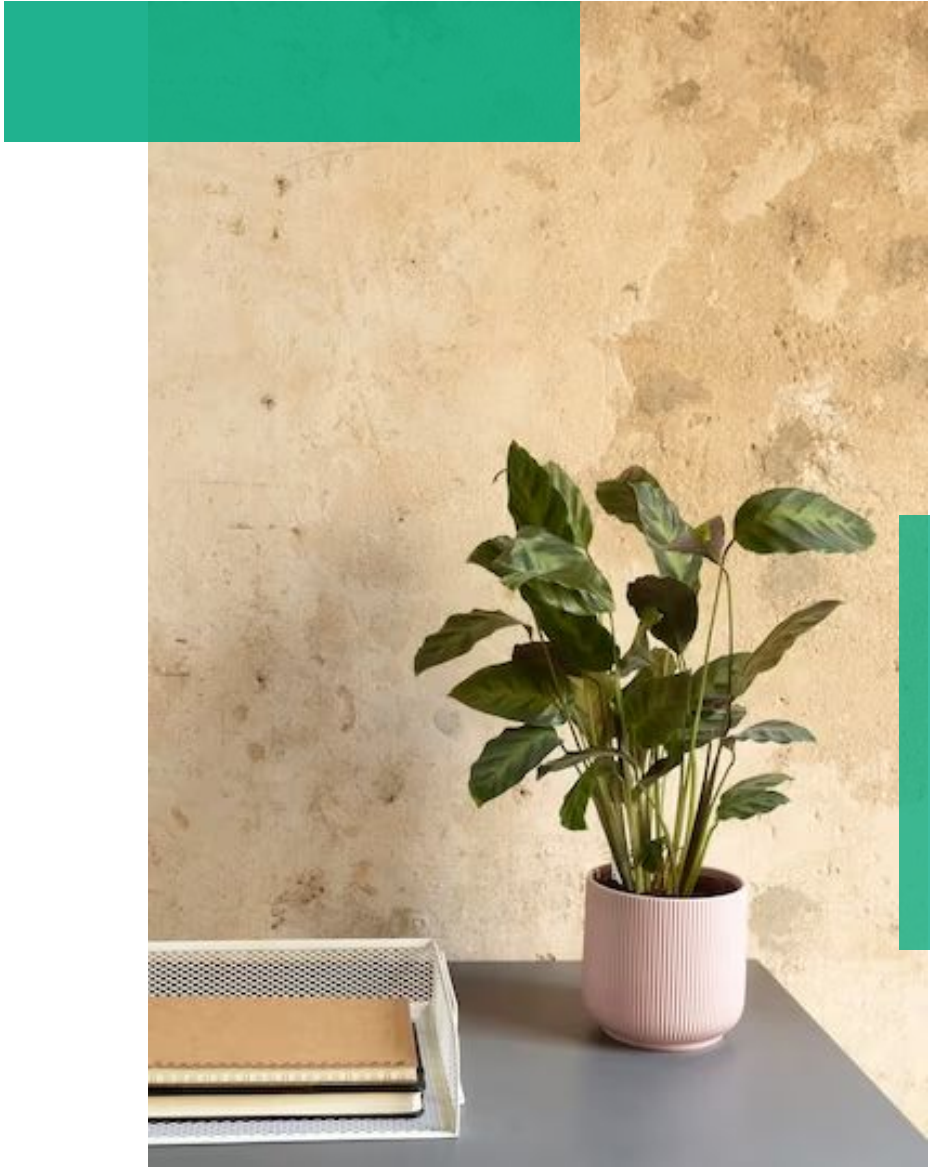
DISCLAIMER

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AGENDA

RTO COMPLIANCE

Presented By: Michelle A.

DIGITAL TRANSITION IN YOUR BUSINESS

Presented By: Mary K.

REPORTS & uREPORT TEMPLATES

Presented By: Ash J.



RTO COMPLIANCE

WHY | HOW | TAKEAWAYS

EDUCATION COMPLIANCE IN AUSTRALIA

- Registered Training Organisations
- Higher Education Providers



Australian Government
Australian Skills Quality Authority

ASQA



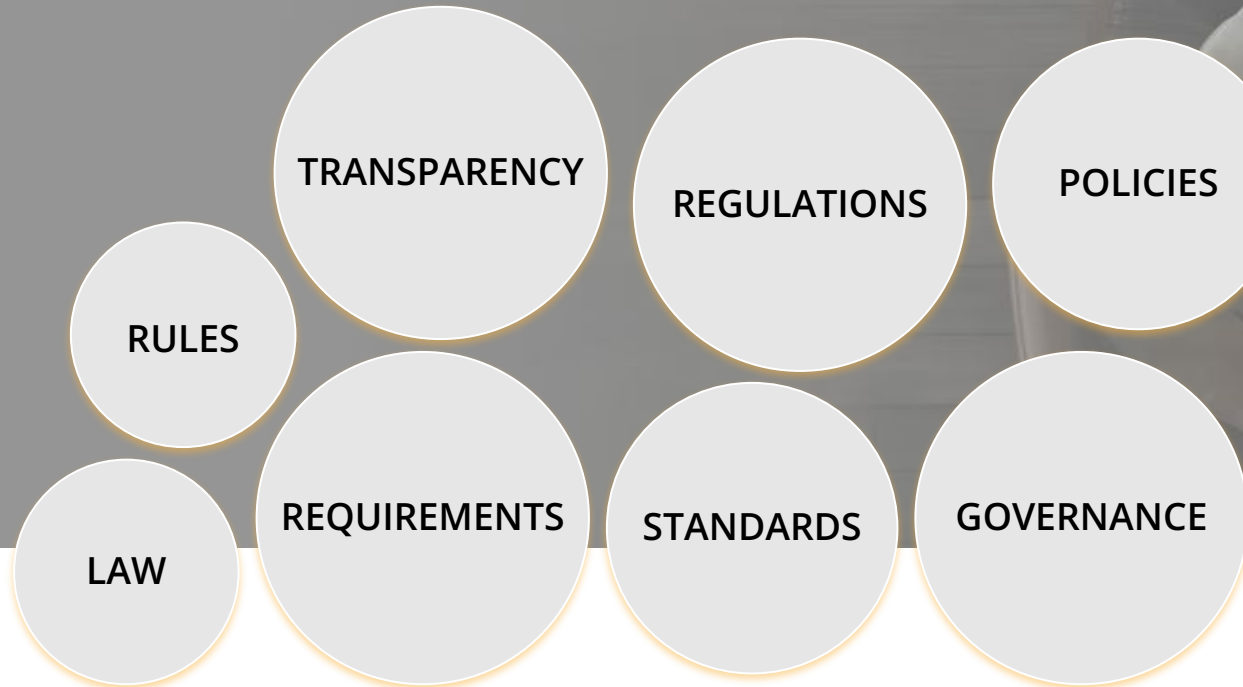
Australian Government
Tertiary Education Quality and Standards Agency

TEQSA



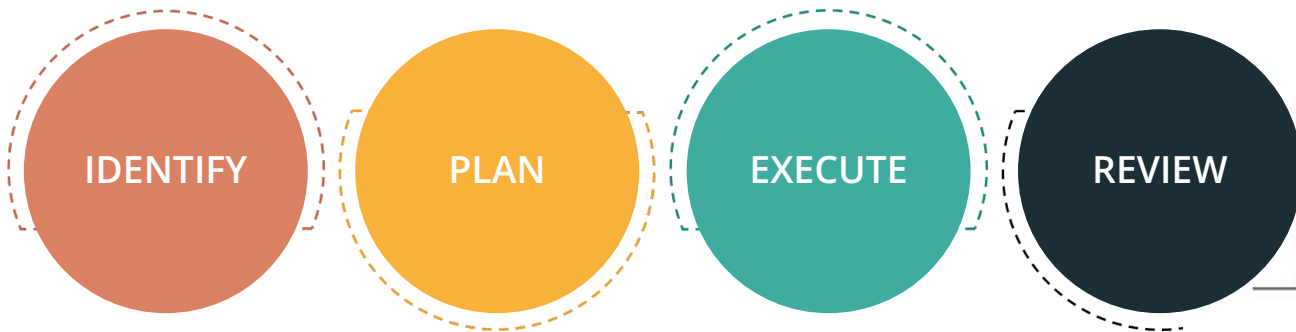
COMPLIANCE IN YOUR BUSINESS

- Legislation
- Certification Frameworks
- Regular Standards
- Data Collection Provision



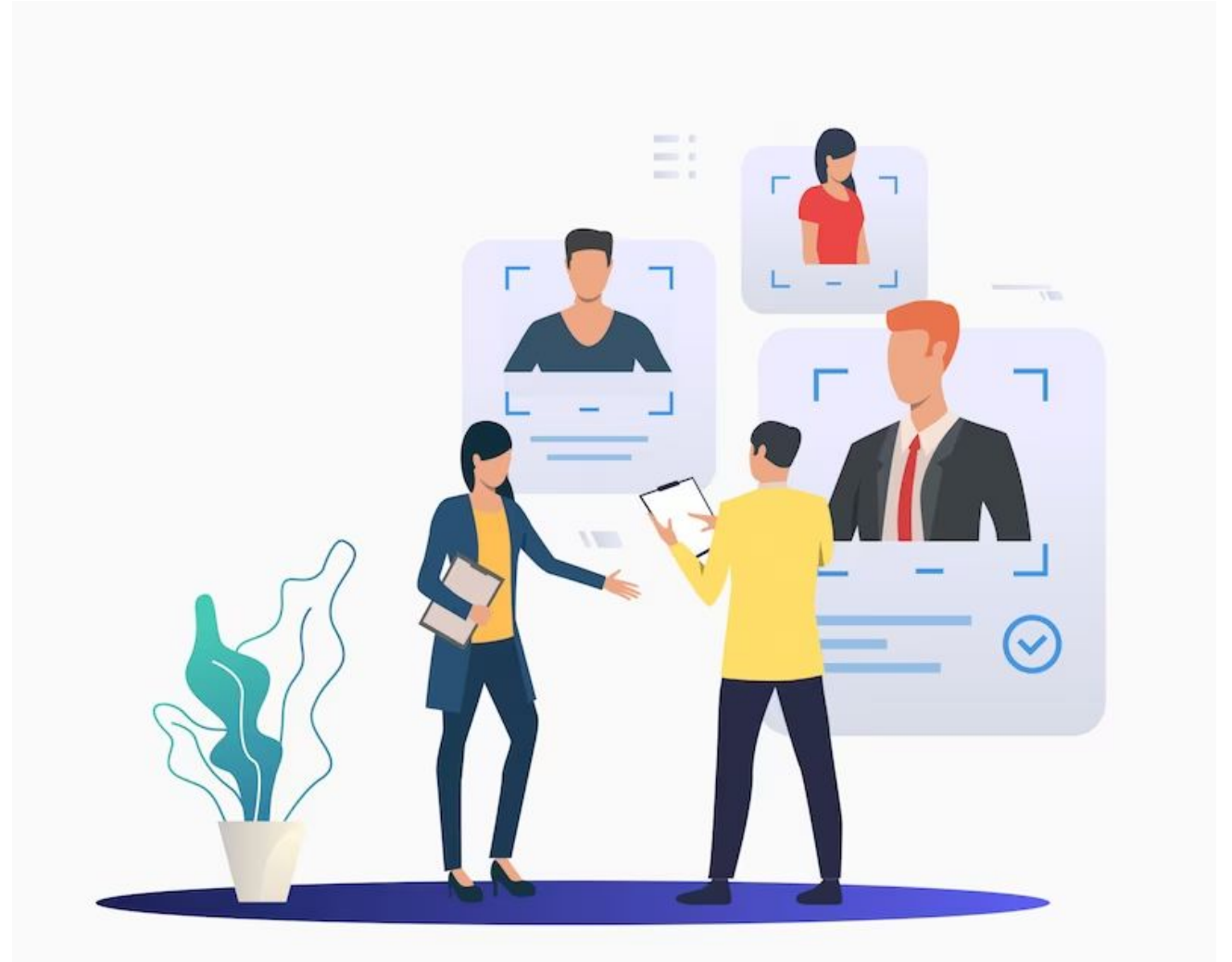
MANAGING COMPLIANCE IN TIMES OF CHANGE

Internal & External Risks



INTERNAL CHANGES THAT IMPACT COMPLIANCE

- Employee turnover
- Employee training
- Business growth
- Processes & Technology changes



EXTERNAL CHANGES THAT IMPACT COMPLIANCE

- Training product updates
 - Superseded products and transitions
- National Skills Reform of VET
 - Standards for RTOs and Training Packages
- VET Data Streamlining Program
 - AVETMISS 8 replacement
 - NCVET AVS replacement



“ It takes less time to do a thing right than to explain why you did it wrong ”

- Henry Wadsworth Longfellow

- Stay informed
- Attend webinars and conferences
- Make compliance a standing agenda item at team meetings
- Conduct internal audits

EMBRACE
A CULTURE OF
COMPLIANCE

WISENET FEATURES AND SERVICES THAT CAN SUPPORT COMPLIANCE



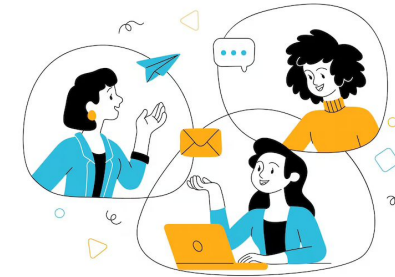
Sales+
Application Forms



Credential
Register



Communication &
Integration Tools



Wisenet Training / PD sessions
& Consultancy Advice

RTO COMPLIANCE

TAKEAWAYS

Be
committed



ASQA's RTO & ESOS Provider Obligations Checklists



Set up a TGA Account



Subscribe to receive updates from regulators



Bookmark websites and calendar time to catch up



Attend Conferences, Workshops and Webinars



Internal Audit Checklists



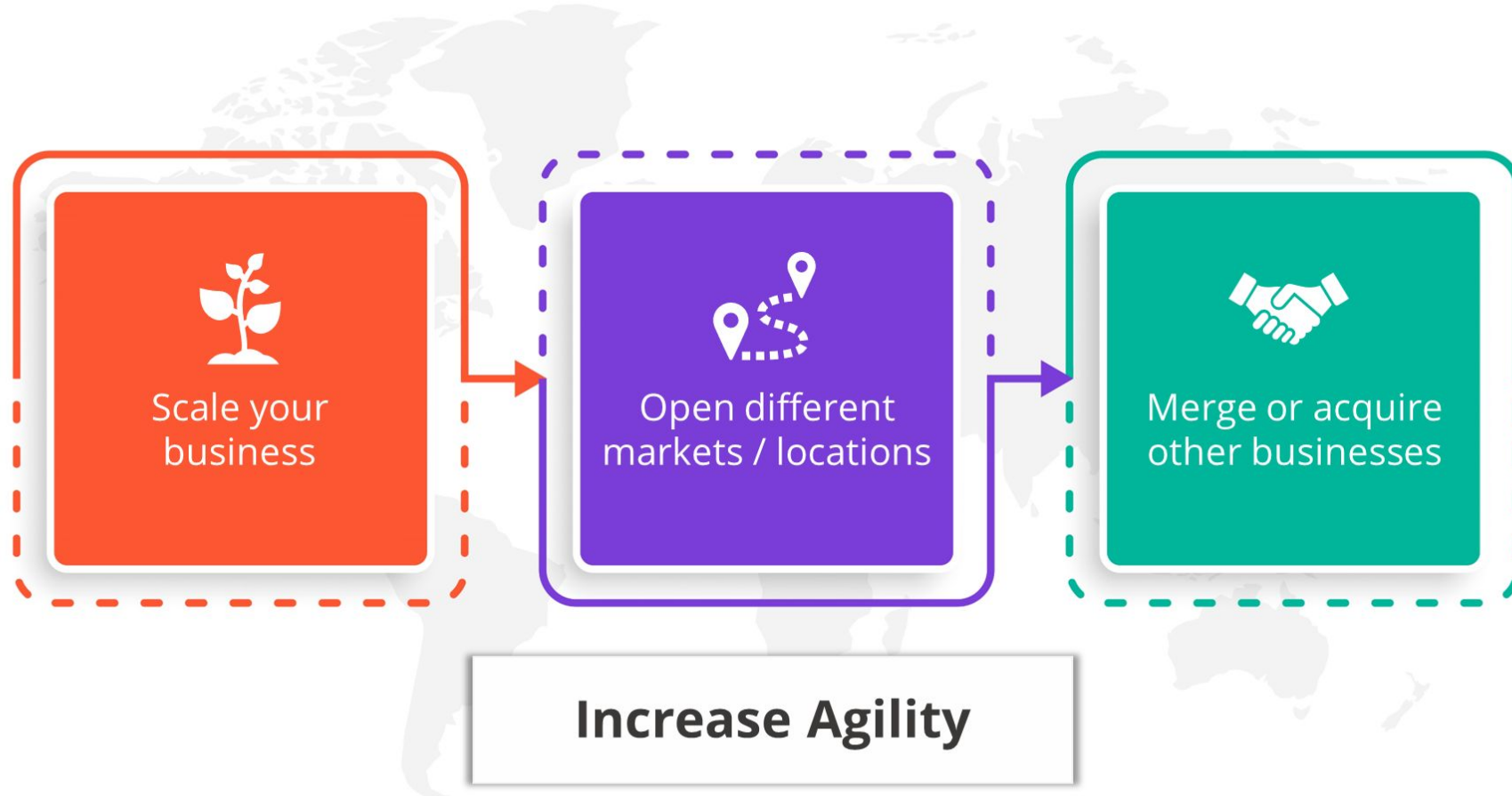
DIGITAL TRANSFORMATION

WHY | HOW | TAKEAWAYS

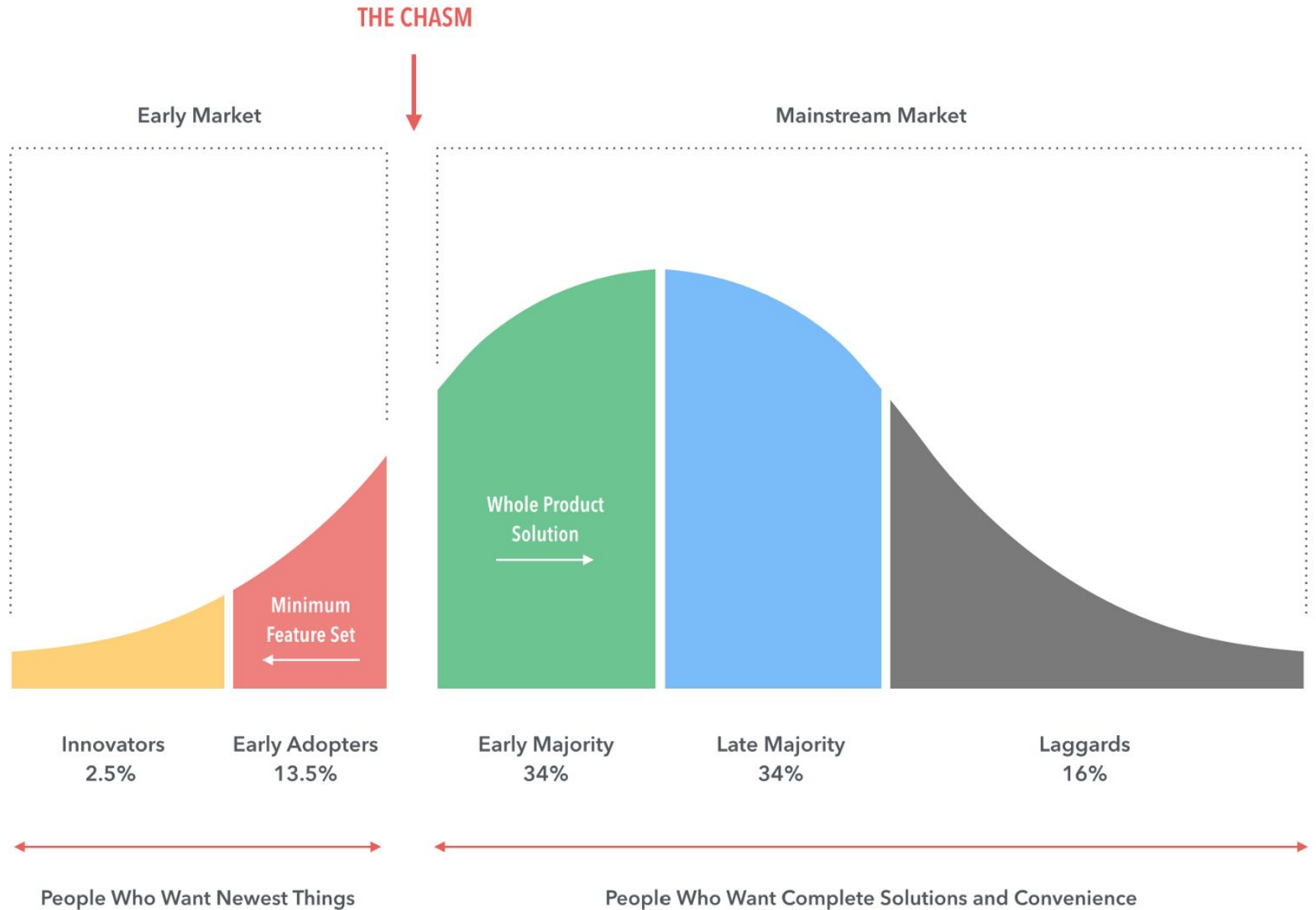
CHALLENGING THE STATUS QUO



BUSINESS GOALS

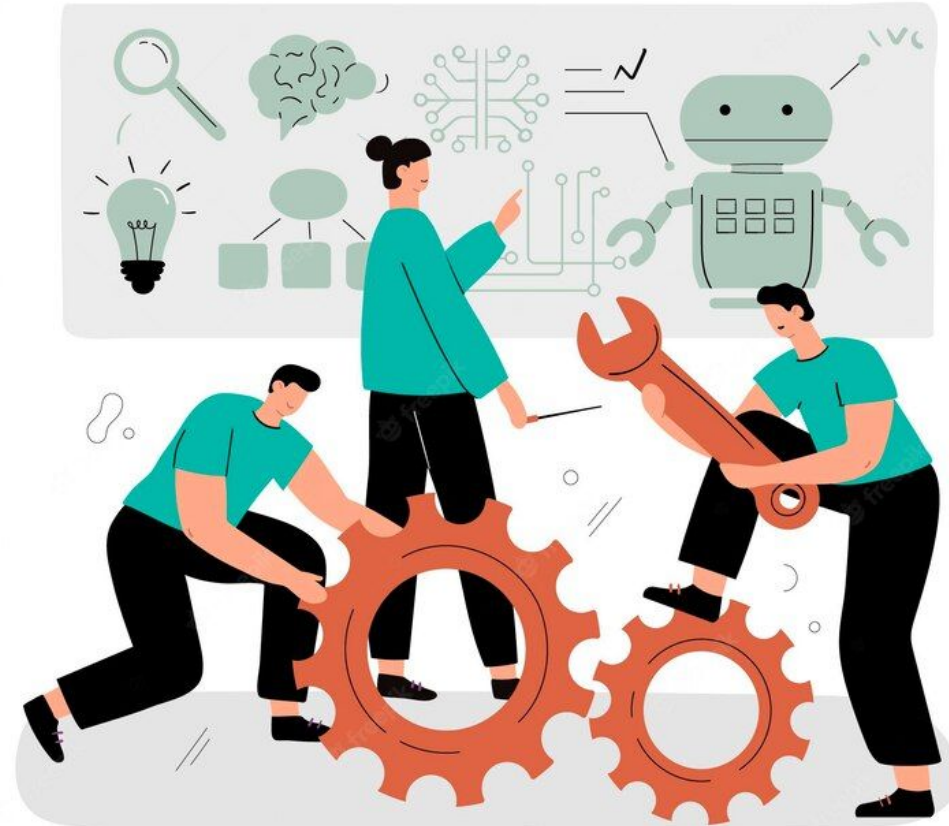


Adoption Cycle



Increase Operational Efficiency

- Get rid of messy manual processes
- Decrease frustration
- Improve resource management and version control
- Consistent user experience
- Reduce costs (with automation)



Another Little Story

500 SHORT COURSES x \$2.20 PER STAMP x 12 = \$13,200

**\$15,000
SAVING**



SET A CLEAR BUSINESS STRATEGY



BUSINESS STRATEGY IN ACTION

What is the Vision?

To be the leading technology partner and vendor of choice for progressive training organisation around the world.



What is the Mission?

To help our customers leverage technology to improve learner completion.



What is the Goals?

SMART



Goals should
be SMART



i.e. To be the leading Age Care provider within the Health and Wellbeing sector in various states within the next 2 years

Business Goals for Training Organisations



People

- Stakeholder Management
- Change Management
- Staff Wellbeing / Retention
- Reward and Incentive



Communication

- Soft Skills
- Collaborative Tools



Measurability

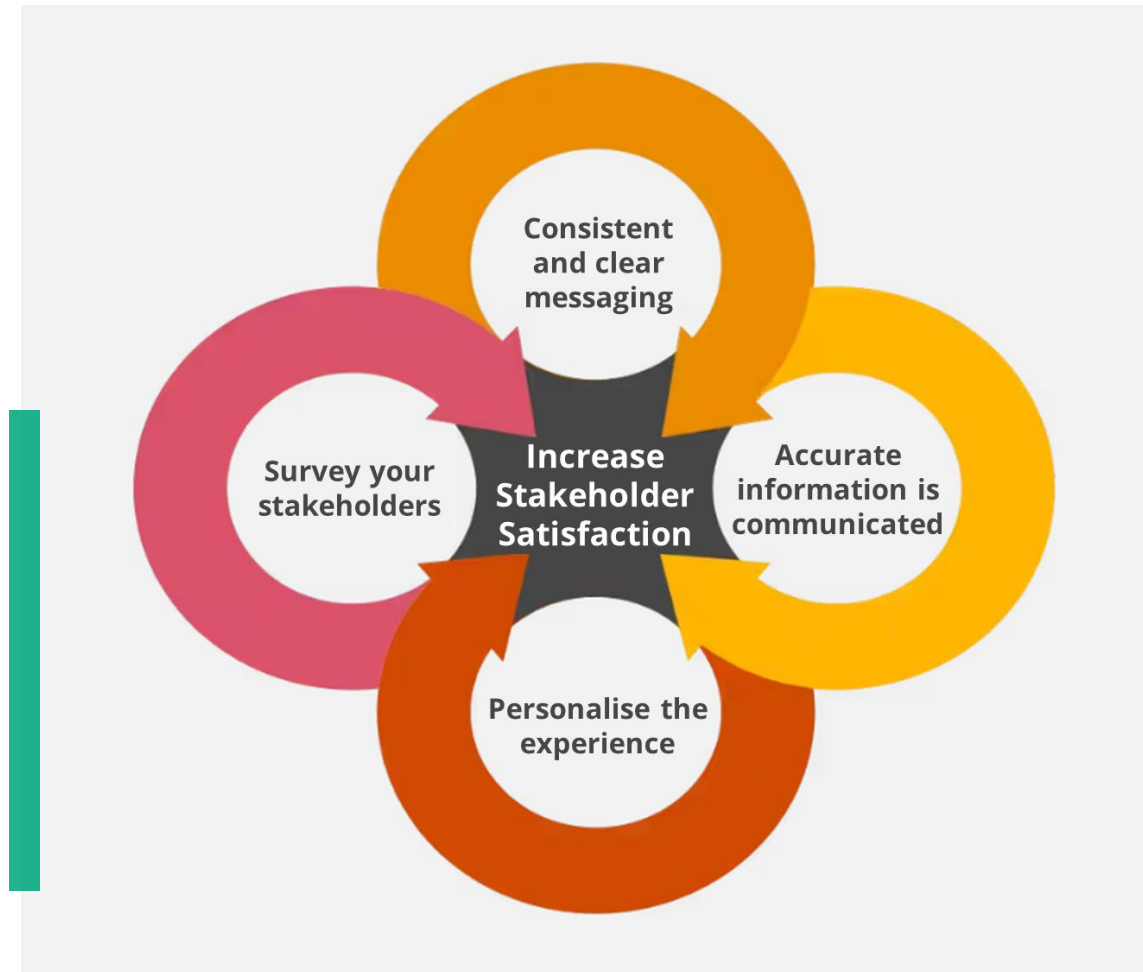
- Survey
- KPI's
- Process revision



PEOPLE

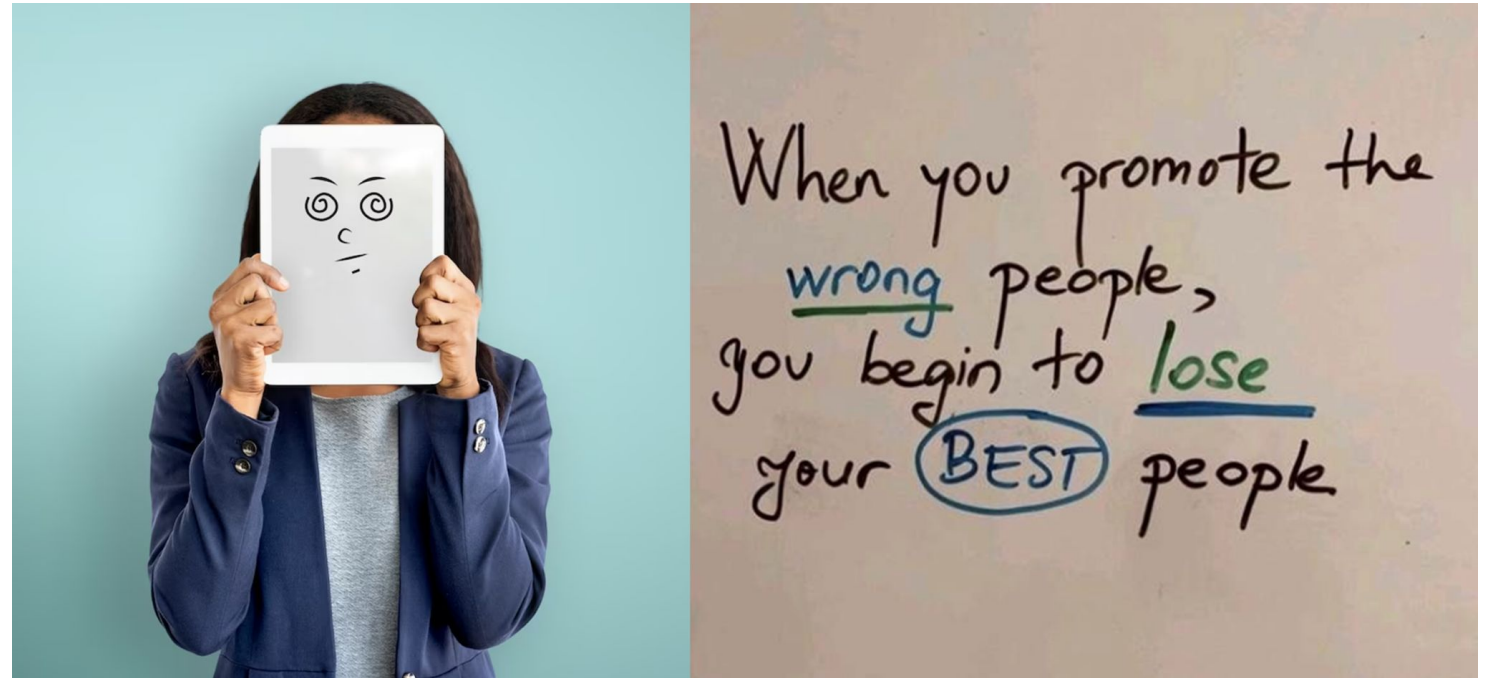
Who are your stakeholders?

- Customers
- Regulators
- Vendors
- Parents
- Staff
- Agents



Employee Satisfaction

- Get buy in from all employees
- Employees feel valued
- Retention of employees will increase





Communication

Soft Skills

Communication

Transparency

Centralised

Clear / Concise

Consideration

Confidence



TOOLS



A close-up, black and white photograph of a measuring tape. The tape is coiled and shows various numbers and markings. A white circular overlay is positioned on the left side of the image, containing the word "Measurability" in a bold, black, sans-serif font. The background is a light, neutral color.

Measurability

Data Analytics

Ask yourself the right questions to get the data you require to make the right decision.


- Make commercial decision on accurate, clear and data driven information
- Data driven decision making
- Centralise your reporting and the way it's delivered



Benefits of Communication



There is a Change Management process that will occur - get the buy in.



In summary - Digital transformation is a broad term

Basically it embraces a wide range of business elements that, when combined, defines how an organisation addresses interactions with all customer; how it operates internal tools; how it manages staff and all other stakeholders; and eventually how this digital transformation is supported at a technical level.

If you leverage the right tool to establish the digital transformation, and combine the different communication styles with all stakeholders. The Digital change will help you build the success of your business.

DIGITAL TRANSITIONS IN YOUR BUSINESS

TAKEAWAYS

Engage with
your vendor
like Wisenet



Set clear and achievable goal



Get buy in from all stakeholders



Set realistic timelines



Build a realistic digital transformation strategy



Measure and monitor the strategy



Continually improve the strategy



Celebrate the wins



Importance of reports

- Make informed decisions
- Solve the right problems
- Communicate information
- Awareness
- Assess student learning



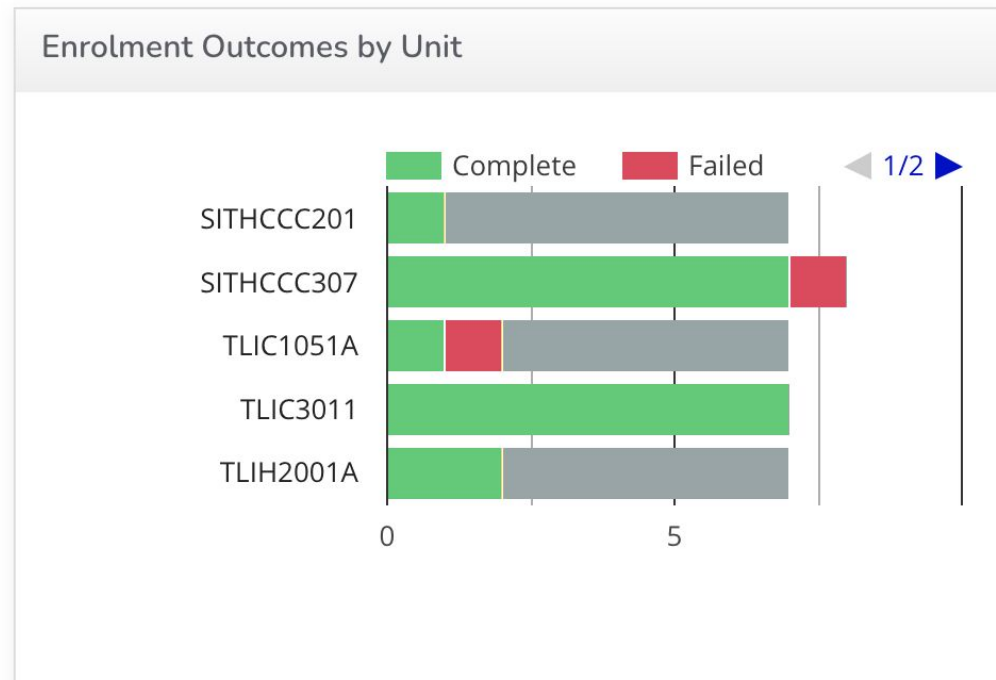
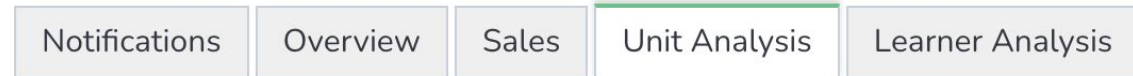
“ We do not learn from experience. We learn from reflecting on experience.

- John Dewey

”

Types of reports

- Dashboard reports
- Event Alerts
- Active Learner dashboard
- Auto Grade Activities
- Context reports
- Filtered lists
- Data Integrity reports
- Audit Trail reports & Audit Log
- ASQA Audit Reports
- Custom reports



What is the difference?

- **Reports**

- Pre-designed
- Management Reports
- Analytical Reports
- Progress Reports

- **uReport templates**

- Custom document templates
- Designed in word and produced as pdfs



Finding the right report?

Reports Wizard

1. Choose a Report

Filter reports by using the category, report number, name or field search options below.

Category: << ALL >>



Need help finding a report?

- Find reports by section or scenario using our [Resources](#)

#	Name	Search by Fields
<input type="text"/>	<input type="text"/>	<input type="text"/>
0001	Course Offer Enrolments	
0002	Course Offers Summary Report	
0003	Course Units	
0004	Full Workplace Enrolment History	
0005	Course Trainer	
0006	Course Enrolments by Status and State	
0007	Unit Offers	
0008	Course Enrolments with State (Plus extra Fields)	

Basic and Advanced Filters

2. How would you like to generate the report?

Would you like to subscribe to the report? No Yes

Date Filter:

No filter

General Filter:

Basic Advanced

No filter

Export options

Back To Reports Wizard

1 of 44

Export

- ✓ Select a format
- XML file with report data
- CSV (comma delimited)
- TIFF file
- Acrobat (PDF) file
- Web archive
- Excel

Course Offer

Course: 10070N ... on Science

Offer: 01012018MEL - Diploma of Equitation Science

Student Name	Learner RefInternal	Learner RefExternal	Learner CHESSN	Status	Status Reason	Enrolment Date	Start Date	End Date	Actual End Date	Total Units Count	Completed Unit Count	Total Hours	Total Comp Hours	Course Enrolment Agent Code	Course Enrolment Agent N
Betty Brown	DAU000004T			Current			05/11/2022	04/11/2023		9	1				
Tia Browne	DAU000009Y			Pending			01/01/2018	31/12/2021		9	0				
David Dunn	DAU0000067			Current			05/11/2018	29/03/2019		9	9				
Nalina Goh	DAU000007C			Cancelled - Penalty		02/08/2022	01/01/2022	30/11/2022		0	0				
Jackie Ing	DAU00000AK			Pending			01/01/2018	31/12/2021		9	0				
Kim Jackson	DAU00000A3			Pending			01/01/2018	31/12/2021		9	0				
Syue Jane	DAU2000002						01/01/2018	31/12/2021		9	0				

Subscribe to reports

Subscriptions Manager

Create subscription for 'Course Offer Enrolments' report

To*:

ReplyTo:

Cc:

Bcc:

Render Format: PDF

Comment:

Schedule*: [Create](#)

Add

Cancel



uReport Templates



Types of uReports

- **Generic templates**
 - Welcome/completion letters
 - Withdrawal/extension letters
- **Letter of offer templates**
- **Credential templates**
 - Certificates
 - Statement of Attainments
 - Record of Results
- **Training Plans**
- **Contracts**
 - VSL/HE CANs and Invoices
- **Agent templates**

Mrs Ash Test
21, Victoria Street
Melbourne
3000
Vic

Dear Ash Test ()
Student ID STD01000J5 STD01000J5

Thank you for registering with our College. You have been enrolled into BSB50201 DIPLOMA OF BUSINESS ADMINISTRATION with the details shown below. The duration of this enrolment is 9months. Please find attached Invoice number .

Your sincerely,

College Registrar

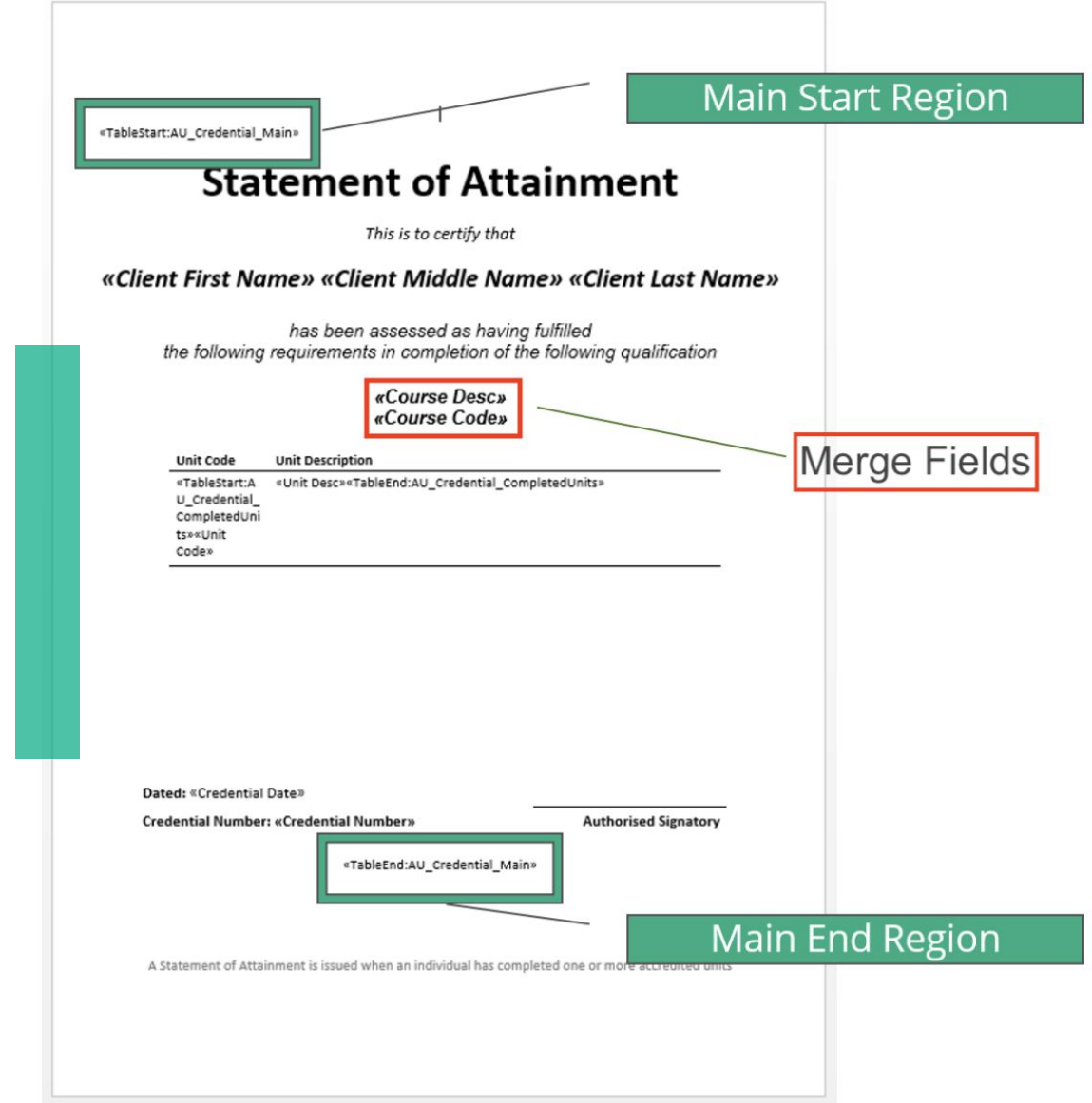
uReport Terminology

Regions

Determines the functionality of the uReport template

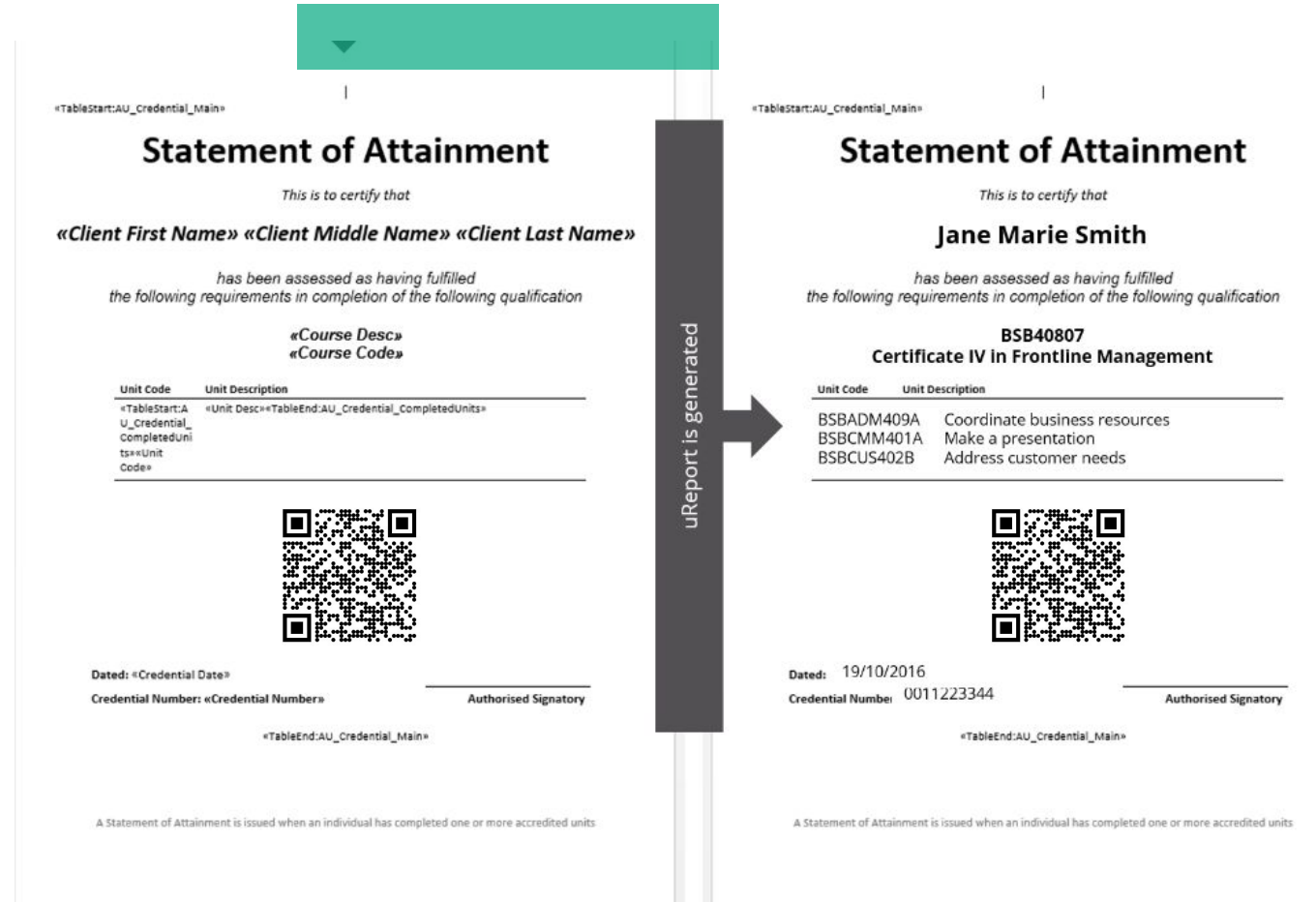
Merge fields

It is a placeholder for information collected in Wisenet.



How does it work?

- Similar to mail merge
- Designed in Microsoft word
- uReport field dictionary
- Basic and advanced
- Generic templates
- QR Code





Activity time

1. Generate a report

- #0217 - *Unit Enrolment Outcome Matrix*
- #0148 - *Learner Course and Unit Enrolment Progression Summary*
- #0159 - *Course Offer Enrolment Status Count*

2. Design and Upload uReport Templates

- *Basic: Certificate*
- *Advanced: Certificate and Transcript*

Report #0217



Unit Enrolment Outcome Matrix

Course Offer Code: 23CHC33015

Course Offer Desc: Certificate III in Individual Support 2023

Location: Victoria Training Office

Offer Start Date: 01/01/2023

Outcome Codes (OC)
 20 Competency achieved/pass
 30 Competency not achieved/fail
 40 Withdrawn
 51 Recognition of Prior Learning
 53 Recognition of Current Competency
 60 Credit Transfer
 70 Continuing Enrolment
 70AP Academic Pass (SA Only)
 81 Non-assessable Enrolment -satisfactorily completed
 82 Non-assessable Enrolment - Withdrawn or not

WA Outcome Codes (OC)
 1 Competent
 2 Not Competent
 5 Participating, but studies not finished
 6 RPL or RCC
 8 Provisionally competent off the job (apprentices only)
 9 Credit Transfer
 10 Withdrawn formally (after some participation)
 11 Discontinued - no formal withdrawal participation ceased (after some participation)
 100 Did not start - no participation
 105 Not yet started

Course Offer: 23CHC33015 Certificate III in Individual Support 2023						Units		
■ - Not Attached to Unit						01/01/2023 - 31/12/2023	01/01/2023 - 31/12/2023	01/01/2023 - 31/12/2023
Learner Name	Reg Start / End Date		RefInternal (RefExternal)	Status	Workplace	SITHCCC201	TLIC1051A	TLIH2001A
Michelle Armstrong	04/12/2022	03/06/2023	DAU00000AE ()	Pending	Acme Products	70		
Mary Bee	01/01/2023	30/06/2023	DAU000008H ()	Current		70	70	70
Fred Bread	01/01/2023	30/06/2023	DAU0000033 ()	Current		70	70	70
Mary Kyriacou	01/01/2023	30/06/2023	DAU000005S ()	Current		70	70	70
Arthur Leclerc	01/01/2023	30/06/2023	DAU00000AQ ()	Current		70	70	70
Lando Norris	01/01/2023	30/06/2023	DAU00000AH ()	Current	McLaren	70	70	70

Date Filter:
 Unit enrolment end date:
 Last month - 1/09/2023 to 30/09/2023

General Filter:
 Outcome code:
 Contains - 70



Report #0148

Course Progression Unit Count Summary

Location	Status	Status Reason	Course Offer Type	Course Enrolment Target Group	Learner First Name	Learner Last Name	Ref Internal	Learner RefExternal	Course Enrolment CoE Number	Course Code	Course Description	Course Offer Code	Course Offer Description	COR Coordinator	Course Enrolment Tags	Workplace	Course Enrolment Start Date	Course Enrolment End Date	Unit Count	Competency Count 20, 51, 53, 60, 65, 91, 04, 06, 08, 09, 15, 25, 13, 81	Competency % 20, 51, 53, 60, 65, 01, 04, 06, 08, 09, 15, 25, 13, 81	Non-Competency Count NOT 20, 51, 53, 60, 65, 01, 04, 06, 04, 06, 08, 09, 15, 25, 13, 81	Non-Competency % NOT 20, 51, 53, 60, 65, 01, 04, 06, 04, 06, 08, 09, 15, 25, 13, 81	Withdrawn Count 03, 10, 11, 40, 66, 82, 100	Withdrawn % 03, 10, 11, 40, 66, 82, 100	Commenced % 05, 50, 55, 70, 90, @@	Not Yet Commenced % Blank or 105	More than 50% units Not Yet Commenced	More than 50% units NON-COMPETENT	Percentage Duration Completed	Total Sup Hours	% Sup Hours Complete	
	Current				Maya	Arulpragasam	DAU000000E	Xero		AHC31016	Certificate III in Parks and Gardens	2023FFSC3PG	Certificate III in Parks and Gardens				01/10/2023	30/09/2024	10	0	0.00	10	100.00		0.00	90.00	0.00	No	Yes	4	290	0.0 %	
	Current				Selena	Anderson	DAU0000015	Woolworths		AHC31016	Certificate III in Parks and Gardens	2023FFSC3PG	Certificate III in Parks and Gardens			ACME Products Melbourne Branch	01/10/2023	30/09/2024	10	0	0.00	10	100.00		0.00	100.00	0.00	No	Yes	4	290	0.0 %	
Victoria Training Office	Current				Selena	Anderson	DAU0000015	Woolworths		FoD	Foundations of Directorship™	3OCT2023FoD	Foundations of Directorship™	Andrew Andrew		ACME Products Melbourne Branch	03/10/2023	05/10/2023	3	0	0.00	0	0.00		0.00	0.00	100.00	Yes	No	100	24	0.0 %	
	Current				Maria Evelyn	Arona	DAU000001F			AHC31016	Certificate III in Parks and Gardens	2023FFSC3PG	Certificate III in Parks and Gardens			NASA	01/10/2023	30/09/2024	10	0	0.00	10	100.00		0.00	90.00	0.00	No	Yes	4	580	0.0 %	
	Current				Josh	Andronaco	DAU000002D			AHC31016	Certificate III in Parks and Gardens	2023FFSC3PG	Certificate III in Parks and Gardens			Acme Products	01/10/2023	30/09/2024	10	1	10.00	9	90.00		0.00	90.00	0.00	No	Yes	4	290	13.8 %	
Victoria Training Office	Current				Josh	Andronaco	DAU000002D			FoD	Foundations of Directorship™	3OCT2023FoD	Foundations of Directorship™	Andrew Andrew		Acme Products	03/10/2023	05/10/2023	3	0	0.00	0	0.00		0.00	0.00	100.00	Yes	No	100	24	0.0 %	
Victoria Training Office	Current				John	Smith	DAU000002M			CHC30121	Certificate III in Early Childhood Education and Care	2023/07-CHC30121	Certificate III in Early Childhood Education and Care			EY	03/07/2023	07/04/2024	17	0	0.00	0											
Victoria Training Office	Current				Alister	Smith	DAU000003P	01010101		CHC30121	Certificate III in Early Childhood Education and Care	2023/07-CHC30121	Certificate III in Early Childhood Education and Care			Maccas Melbourne City	03/07/2023	07/04/2024	17	0	0.00	0											
Victoria Training Office	Current				Billy	John	DAU0000069			CHC30121	Certificate III in Early Childhood Education and Care	2023/07-CHC30121	Certificate III in Early Childhood Education and Care				03/07/2023	07/04/2024	17	0	0.00	0											
	Current				Stephen	Amell	DAU000006P			AHC31016	Certificate III in Parks and Gardens	2023FFSC3PG	Certificate III in Parks and Gardens			Acme Products	01/10/2023	30/09/2024	10	1	10.00	9											
Victoria Training Office	Current				Boris	Johnson	DAU0000088			CHC30121	Certificate III in Early Childhood Education and Care	2023/07-CHC30121	Certificate III in Early Childhood Education and Care				03/07/2023	07/04/2024	17	0	0.00	1											

Date Filter:
 Course enrolment start date:
 Custom - 15/03/2023 to 30/09/2023

General Filter:
 Not yet commenced unit count/not complete unit count - equals 0

Report #0159

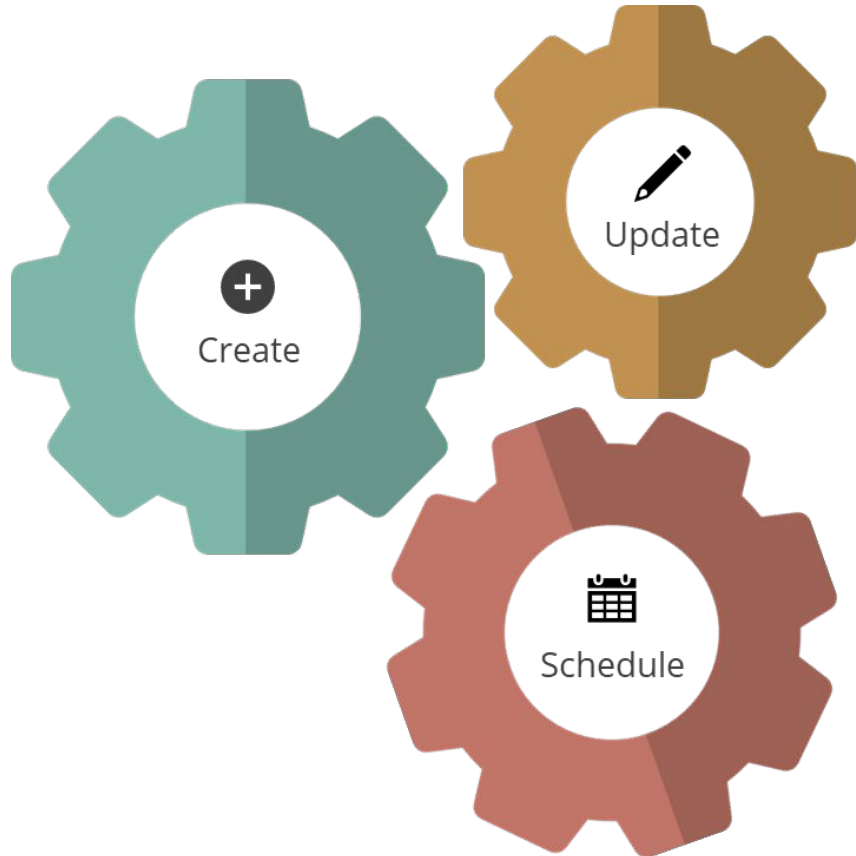


Course Offer Enrolment Status Count

Course Code	Course Offer Code / Course Offer Description	Vacancies	Application Rejected	Cancelled - No Penalty	Completed	Current	Enquiry	Pending	Total
10070NAT	01012018MEL Diploma of Equitation Science <u>2024-2026</u>	97				2		1	3
	2021DIPEQI Diploma of Equitation Science	99				1			1
	Course Total					3		1	4
ACN10110	<u>100032262</u> Graduate Certificate in Aged Care Nursing 2023	48	1			49		2	52
	Course Total		1			49		2	52
AHC31016	2022FFSC3PG Certificate III in Parks and Gardens (SBAT)	-1				1			1
	Course Total					1			1
ASC1	FA23 Advanced First Aid (Medallion)	17				1		1	2
	Course Total					1		1	2
BEECHE	20 Sem 1 FHBEEC Bachelor of Education (Early Childhood) - FEE HELP 2020	149					1		1
	2021 Sem 1 FHBEEC Bachelor of Education (Early Childhood) - FEE HELP 2021	145		1		4			5

General Filter:
cor start date year - equals 2023

Automation



- Subscription reports
- Learncycles - uReport templates
 - Offer letters
 - Confirmation letters
 - Training plans
 - Completion Letters



ROADSHOW

THANK YOU

